

IMPORTANT INFORMATION YOU SHOULD KNOW AND KEEP

DEFINITION OF PRODUCER

- Producer: individual or business entity required to be licensed under the laws of this state to *sell, solicit or negotiate insurance*.

THE LICENSE

- This license is the property of the State of Idaho and issued to the producer, who is responsible for it.
- In the event this license is cancelled, surrendered, terminated, revoked, or suspended, it is your responsibility to return it to this department immediately, pursuant to [Idaho Code 41-1027](#). Alternatively provide a [loss of license affidavit](#).

ADDRESS CHANGES

- [Idaho Code 41-1009 \(3\)](#) states that all producers must inform the Department of Insurance *within 30 days* of any change of address. Please go to www.nipr.com to report a change of address. **NOTE:** *If you have a [State-to-State](#) change of address, you must be licensed in the new domicile state before submitting this change of address to Idaho. Submit this type of address change by paper using the form from our website. [Business entities](#) please use our form and fax over any change of address, phone or fax to 208-334-4398 as NIPR does not process business entity changes of address. [Email](#) changes report through ACR/NIPR.*

LICENSE RENEWALS

- Licenses are issued for 2 years and individuals expire at the end of their birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy “*notice to renew*” postcard approximately six (6) weeks prior to your renewal date. You do not need to receive this notice in order to renew your license. Please go to www.nipr.com or www.sircon.com to renew online or to www.doi.idaho.gov to renew by paper anytime within the 6-week period prior to expiration.
- ***Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.*** Residents, if you are renewing past the expiration date, you will need to get the appropriate reinstatement form from our website and send in with the appropriate fees. You must have completed your CE before renewing. **NOTE:** *Appointments/registrations are terminated once a license is lapsed and will need to be resubmitted when the license is reactivated.*

RENEWAL FEES

- Mail-in renewal fees are \$80.
- Online renewal fees are \$60. Online service is available for non-resident reinstatement of a lapsed license at this time at a fee of \$120. Online renewal is available 45 days prior to the expiration date and reinstatement up to 1 year past expiration. After 1 year past expiration, non-residents may reapply online.
- Reinstatement fee for paper mail-in forms is \$160. Residents will pay a CE penalty for CE completed after the expiration date. See CE information sheet or contact us.

CONTINUING EDUCATION REQUIREMENTS

- **Resident** producers please see attached CE information flyer.
- To check your CE status, go to the Continuing Education page and click on [Individual CE Transcript Inquiry](#) and follow prompts
- **Exemptions for CE:**
 - Business entities
 - Non-resident producers
 - Limited Lines producers
 - Independent Adjusters

COMPANY APPOINTMENTS OR AGENCY REGISTRATIONS

- **Producers shall not act as an agent of an insurer unless they become an appointed agent of that insurer.** An insurance producer who is not acting as an agent of the insurer is not required to become appointed.
- **Business entities are required to register at least one (1) Idaho-licensed producer who carries the lines of authority of the business.**
- **Appointments (for Insuring Companies) can be processed electronically through NIPR or Sircon. Registrations (for Agencies) can be processed through Sircon.**

REPORTING OF ACTIONS Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per §41-1021 and we encourage producers to use the **NIPR Reporting of Actions Warehouse** at www.nipr.com as a convenient means post your documents and explanations in order to report to us and any state in which you are licensed.

LETTERS OF CLEARANCE

- Producers who are **moving from Idaho to another state** may request a [Letter of Clearance](#) using the department form and affidavit posted to our website under FORMS on the home page. **Please note:** When you surrender this license and are issued a Letter of Clearance, *you are no longer licensed to sell insurance in the State of Idaho*. Once licensed in your new domicile state, you may reapply as a non-resident using our online vendors. Letters of Clearance are only valid for 90 days.

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DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: agent@doi.idaho.gov

Web Site: www.doi.idaho.gov

Idaho Department of Insurance

700 W State St Fl 3

Phone: 208/334-4250

PO Box 83720

Fax: 208/334-4398

Boise, ID 83720-0043

!!! SIGN UP ON OUR [WEBSITE](#) TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!